

9 December 1974

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Systems Analysis Staff
Chief, Regulations Control Staff

SUBJECT : Requirements for Summer Employees in 1975

1. It is requested that you forward to this office by 20 December 1974 your listing of "Summer-Only" requirements for the summer of 1975. In your submission, please include in sufficient detail, descriptions of the work the summer employees will be doing so that we can use it as a guide in determining where the "Summer-Only" employees might best be utilized.

2. For your information, the Director has instructed that all "Summer-Only" employees, regardless of sex, will have the opportunity to be considered for any position or category of position, and that offices will omit designation of male or female incumbency unless they have a particular requirement for which they can justify such a limitation.

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3. If you have any further questions regarding the "Summer-Only" Program, please call me [REDACTED]

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[REDACTED]
Career Management Officer
Deputy Director for Administration

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Mr. [REDACTED] said that SD has replied
to this.

jv